

# Pacific Northwest Palm & Exotic Plant Society - Director Positions

Feb 17<sup>th</sup> 2023

Below are the leadership and supporting roles in our Society.

(Click on the Position Names below for additional Position information details)

To let us know you'd like to take part and join in the fun, [Click \*\*HERE\*\* to send us an email!](#) .

## SOCIETY POSITIONS

1. [President](#) Preside at meetings. Lead action arising from meetings.
2. [Vice President](#) Assist and stand in for president as required. Lead action arising from meetings.
3. [Secretary](#) Record and distribute meeting minutes.
4. [Society Plant Mentor](#) Field enquiries from members and Regional Plant Mentors.
5. [Treasurer](#) Maintain financial records and report on same.
6. [Assistant Treasurer](#) Assist and stand in for treasurer as required.
7. [Membership Registrar](#) Maintain record of germane member information.
8. [Society Mailbox Director](#) Manage Society "INFO" email account messages.
9. [Presentation Coordinator](#) Arrange guest speakers and topics of interest.
10. [Presentation Technical Moderator](#) Oversee running Zoom and other "On-Line" activities.
11. [Webmaster](#) Keep website current as instructed by Society Directors.
12. [Editor - 'HPI' Journal](#) Oversee material for *HARDY PALM INTERNATIONAL*.
13. [Assistant Editor - 'HPI'](#) Assist editor with gathering and editing material.
14. [Social Media Director](#) Manage our presence on Facebook and Instagram.
15. [Wall Calendar Director](#) Coordinates the production and distribution of wall calendar.

## REGIONAL POSITIONS

- A. [Regional Presidents](#) Preside at meetings. Lead finalization of agendas.
- B. [Social Activity Coordinators](#) Arrange gardening related social functions and tours.
- C. [Plant Sale Directors](#) Arrange venues, participants and processes.
- D. [Plant Mentors](#) Field enquiries from members.



## **Expanded Details of Society Director positions**

**President**                      **Preside at meetings. Lead action arising from meetings.**

- a. Convene and chair meetings of the executive committee on a timely basis to address the business and direction of the Society.
- b. At least one day ahead of a scheduled meeting develop an agenda for executives to consider and comment upon.
- c. Act as coordinator for any actions that arise from discussion at the executive meetings.
- d. Develop, with advice from the executive committee, a Society activity plan with timeline for the year.
- e. Ensure that venues for club activities are booked well ahead of time
- f. Act as a general liaison for information about club aims and activities.
- g. Ensure vice president can serve as plenipotentiary when needed.

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**Vice President**                      **Assist and stand in for president as required. Lead action arising from meetings.**

- a. Carry out the duties of the president during the president's absence.
- b. Share presidential duties when he/she requests same.

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**Secretary**                              **Record and distribute meeting minutes.**

- a. Attend all executive committee and general Society meetings to record the proceedings, or nominate a suitable alternate.
- b. Record and distribute minutes of proceedings and actions that arise from the agenda.
- c. Maintain a copy of all minutes of all meetings in the PNWP&EPS minutes book.
- d. At executive meetings, have available, a copy of the previous meeting's minutes.
- e. After each Annual General Meeting, complete and submit to BC Registry services its required reporting.

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**Society Plant Mentor**                      **Field enquiries from members and Regional Plant Mentors.**



- a. Respond to requests from Society members for expert help.
- b. Work with regional plant mentors as required for mutual effectiveness.
- c. Maintain and update a list of Society mentors.

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**Treasurer**                      **Maintain financial records and report on same.**

- a. Maintain records of all financial transactions made by Society members on behalf of the society.
- b. Maintain the Society's bank account.
- c. Receive and disburse funds by appropriate methods (cheque, Visa etc.) in order to conduct the Society's financial transactions such as membership, HPI, plant sales, tours, etc.
- d. Provide at the Annual General meeting, a detailed report of the Society's financial status, and informal updates at executive meetings, conforming to the requirements of the Societies Act and generally accepted accounting principles.
- e. Store the Society's financial records for the most recent 7 years.
- f. Ensure that suitable alternates with signing privileges are in place in case of absence.

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**Assistant Treasurer**                      **Assist and stand in for treasurer as required.**

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**Membership Registrar**                      **Maintain record of germane member information.**

- a. Maintain a roster of past and current members and HPI advertisers.
- b. Coordinate and share Membership information with the treasurer and HPI editors, and other Directors as required.
- c. Communicate with members concerning their membership status, and issue membership cards as needed.

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**Society Mailbox Director**      **Manage Society “INFO” email account messages.**

- a. Receive, assess and redirect incoming general Society email to appropriate Society Directors.
- b. Send email messages to members as indicated by other directors to distribute updates on matters not provided on Society Website.
- c. Coordinate acquisition of envelopes, labels etc. for snail-mail mail-outs to members.
- d. Maintain email services for the Society Directors requiring them.

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**Presentation Coordinator**      **Arrange guest speakers and topics of interest.**

- a. Propose speaker presentation and topic content to the executive.
- b. Issue invitation to presenters to appear and speak.
- c. The coordinator should be prepared to introduce the speakers, or delegate others as appropriate.

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**Presentation Technical Moderator**      **Oversee running Zoom and other “On-Line” activities.**

- a. The moderator controls the functionality of the On-Line meetings and presentations by managing the technical aspects such as creating zoom meeting invitations, screen sharing and fielding questions raised by attendees.

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**Webmaster**      **Keep website current as instructed by Society Directors.**

- a. Maintain and update Society website content as directed by other Society Directors.
- b. Manage the annual renewal aspects of the website including Domain Name and Hosting provider.

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**Editor - 'HPI' Journal**      **Oversee material for *HARDY PALM INTERNATIONAL*.**



- a. Develop and coordinate the *HPI* editorial team, and call meetings of the team.
- b. In conjunction with the members of the editorial team, develop sufficient material with photographs for the journal.
- c. Have available a suitable computer and appropriate software for editing.
- d. Coordinate the distribution of the Journals to Society members.

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**Assistant Editor - 'HPI'**

**Assist editor with gathering and editing material.**

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**Social Media Director**

**Manage our presence on Facebook and Instagram.**

- a. Manage our Society presence and interaction on social media platforms such as Facebook and Instagram.

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**Wall Calendar Director**   **Coordinates the production and distribution of wall calendar.**

- a. Solicit appropriate photo material for the Society's annual wall calendar.
- b. Assemble and proof calendar content.
- c. Liaise with Membership Director, to determine the number of calendars to be printed.
- d. Coordinate with Mailbox Director to distribute an electronic version "Sample Calendar" to members well before year end.
- e. Coordinate with volunteer members to mail the completed calendars to members.

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**REGIONAL POSITIONS**

**Regional Presidents**

**Preside at meetings. Lead finalization of agendas.**



- a. Liaise with Society Executive about issues relating to regional events, meetings, memberships etc.

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**Social Activity Coordinators      Arrange gardening related social functions and tours.**

- a. Liaise with Society Executive on aspects of financial support for planned Social activities.

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**Plant Sale Directors                      Arrange venues, participants and processes.**

- a. Liaise with Society Executive on aspects of financial support for planned Social activities.
- b. Arrange vendors, sale venue, and coordinate volunteers and processes.

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**Plant Mentors                                      Field enquiries from members.**

- a. Respond to requests from Society members for experienced help.

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